



COMPLIANCE TESTING PROGRAM

Testing Information Management System Applicant and Model Submission Guide

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Testing Information Management System (TIMS) Overview

Participants use the online Testing Information Management System (TIMS) to register into the program, submit, and track their (1) applications and (2) supporting documentation for ballistic body armor models.

The National Institute of Justice (NIJ) establishes body armor standards. NIJ's Compliance Testing Program (CTP) reviews the applications and submitted documentation, along with the ballistic test results. Then the NIJ CTP offers recommendations about the submitted models for NIJ consideration. NIJ-approved models are placed on the Compliant Product List (CPL).

TIMS allows you—as a CTP participant—to submit ballistic body armor models for testing and certification and track the progress of your submissions throughout the review process; the system also outlines the NIJ CTP requirements for participation. To begin this process, register (i.e., submit a CTP application) and create a personal TIMS username.

This guide will walk you through the different sections of the submission process.

Email bactp@nijctp.org with questions about the application process or the submission of ballistic armor models.

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Applicant Registration and Approval

The following information is relevant to you during program registration and approval:

- a) Your information shall represent the legal organization that is responsible for participating in the NIJ CTP for both initial type testing (ITT) and follow-up inspection and testing (FIT).
- b) Signatories have the authority to represent the legal organization and bind the company to legal agreements. There may be multiple signatories—and each can view, edit, and submit models using their own personal TIMS username.
- c) Authorized representatives can contact the NIJ CTP to discuss details about an armor submission. However, they (1) do not have the authority to bind the company to legal agreements; (2) do not have online access to your account; and (3) cannot submit models on your behalf, should you become a participant. If you will be working with a consulting group, please ensure you list them as an authorized representative before they contact the NIJ CTP.
- d) After submitting your registration, all signatories will receive an email about setting up their personal TIMS accounts so that they can view and edit model applications in the system.
- e) NIJ CTP administrators must approve your registration prior to you becoming an official participant and submitting any model applications.
- f) You will receive an email once NIJ CTP administrators accept your registration; this email will include information about your ability to begin submitting models.

E-Signature and Applicant Agreement

- a) Your Applicant Agreement contains information about (1) the NIJ CTP participation requirements and (2) your use of the NIJ Mark for ballistic-resistant body armor.
- b) Prior to signing the agreement, you should review the [NIJ CTP website](#) as well as the [NIJ Standard-0101.06](#) and [NIJ CTP Ballistic Body Armor ITT Scheme](#) documents to learn about the documentation components needed for the NIJ CTP body armor recommendation.
- c) You must complete this agreement prior to submitting any models for review.

Model Documentation Submission (Pre-Ballistic Testing)

After an NIJ CTP administrator approves your applicant registration, you can begin submitting your first armor model in TIMS for testing. The information in this submission should reflect your ballistic armor design's complete construction and assembly.

Be as thorough and consistent as possible when submitting information and documentation for model applications. Do not submit an incomplete application. Every component of the assembly description

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shall apply to all different shapes and sizes of the model. Using alternative materials is not permitted. Each material must have exactly one supplier and one unique identifier. All documents must be uploaded as PDFs and follow the naming convention shown below:

Naming Convention: *SDS/TDS/label-SupplierName-ProductID-MaterialType.pdf*

Example: A submission for a material safety data sheet for tape supplied by 3M with the product ID 2308 would be *SDS-3M-2308-adhesive.pdf*

Documentation submitted to the CTP shall be presented and provide the information identified below:

- Materials input into the Assembly, Panel Covering, and Panel/Plate Construction shall have both a material safety data sheet (SDS) and technical data sheet (TDS) included in the application.
- All TDS, SDS, and other supporting documentation must be submitted in English. Any TDS, SDS, or supporting documentation submitted in any language other than English will not be accepted. Applicants are responsible for arranging the translation of any such informational materials into English prior to submission.
- The supplier’s name, product identification, and product number shall be identical across all corresponding documents submitted. Only one file can be uploaded at a time.
- When listing “Specific Type of Thread, Tape,” and similar items, list the supplier’s name and specific product ID of the material that is listed in the supplier’s SDS and TDS under the Specific Material column.
- Tolerance measurements are self-determined, and the units you use shall be consistent across the other units used for model specifications.
- For materials with relevant Occupational Safety and Health Administration “articles” provided in place of an SDS, the product ID must be clearly identifiable and consistent with the product ID found on the TDS from the product supplier.

Construction Information Tab

In this section of TIMS, you will document the construction of your body armor design and submit documentation for each material component of the plate/panel. The information you submit here will be evaluated against the samples received after ballistic testing is completed. You must include information in your application about items i–xii on the pages that follow.

- i. Threat Level: IIA, II, IIIA, III, IV
- ii. Gender: Male, Female, Neutral
- iii. Ballistic Performance Warranty

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1. As a participant, you self-declare warranty for ballistic performance. The NIJ CTP does not perform tests to validate warranty.
- iv. Test Carrier
 1. Poly-cotton carrier
 - a. If you use something other than a poly-cotton carrier, then that carrier will become part of the armor panel's unique construction and you must submit all required documentation (e.g., SDS, TDS).
 - v. Assembly Description
 1. Taping—Note: Location, dimensional characteristics, tape specifications, and associated tolerances must be provided.
 2. Tacks and Stitching—Note: Location, dimensional characteristics, materials specifications, and associated tolerances must be provided.
 3. Adhesives and Coatings—Note: For materials, such as spray coatings, that contribute to any aspect of the ballistic performance of the armor, including spall retention, the dimensional characteristics must be provided along with the associated tolerances,
 - vi. Panel Covering—Note: Panel or plate coatings/covering: For materials, such as spray coatings, that contribute to any aspect of the ballistic performance of the armor, including spall retention, the dimensional characteristics must be provided along with the associated tolerances.
 1. Materials should be listed in order of layer, from strike face to body side.
 2. Layer Rotation
 - b. Layer rotation represents each layer's orientation compared to other layers. If a material in one layer has multiple plies and the layer has a unique orientation, the TDS should reflect this.
 - c. When labeling the layer rotation, use the product's directional lines to designate the orientation of each layer compared to other layers. (For example, if you label the layer rotation as 0/90, you should clearly see that one layer has a directional line running horizontally and the next layer has a vertical line.)
 3. Build sheet attachment that shows stitching and tacking instructions
 - vii. Sample Production Label Requirements
 1. Company name with address shall be listed at the top of the label exactly as it will be identified on the NIJ CPL.

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- a. You will receive production labels for each listee notification with the associated company logo and address at the top of the label, per [Administrative Clarification CTP 2020:01](#).
2. The model designation shall be listed exactly as identified on the Notice of Compliance letter.
3. The NIJ Mark shall not be combined with any other logos, symbols, graphics, and so on. You must place the applicable standard immediately below the NIJ Mark.
4. List the rated threat level of protection related to the standard to define the armor's level of protection.
5. Panel/Plate Size
6. Serial Number
7. Lot Number (if used by the applicant to track armor construction)
8. Address of Manufacturing Location
 - a. The manufacturing location should include the street address, city, state, country, and zip code.
9. Date of Manufacture
10. Date of Issue Line
11. Warning Statement
 - a. The warning statement text should (1) be twice the size of other text on the label (except for the listed company name and logo) and (2) read, *This garment is rated only for the ballistic threat level stated above.*
 - b. If applicable, the label should include a warning that states, *This armor is not intended to protect the wearer from sharp-edged or pointed instruments and/or This garment is not intended to protect against rifle fire.*
 - c. In-Conjunction-With (ICW) armor labels
 - i. An ICW model's warning statement must make the ICW nature of the armor explicit and identify hard- from soft-armor models.
 - ii. For example, this statement should be twice the size of other text on the label: *This hard-armor insert plate [name of hard-armor insert plate] offers only the level of protection stated previously when used in conjunction with soft armor model [name of soft-armor model].*
 - d. Limited coverage labels should have a warning that states, *Limited Coverage: This armor provides limited coverage for the torso against ballistic threats*

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12. Warranty

- a. The warranty must explicitly show that it represents the ballistic performance period.
- b. A direct contact method, such as a phone number or an email address, for warranty support must be listed.

13. Properly situate the carrier's ballistic panel to indicate strike face or body side orientation.

14. Care Instructions

- a. Care instructions for ballistic-resistant material should include [16 CFR 423 Part 423](#), Care Labeling of Textile Wearing Apparel and Certain Piece Goods as Amended—effective April 9, 2004; Federal Trade Commission Regulation Rule.

15. Labels for Limited Coverage Panels

- a. A separate label for limited coverage panels must be submitted with an appropriate warning statement.
- b. If you produce a limited coverage armor shape that is smaller than the area of the C1 template identified in NIJ Standard-0101.06 Appendix C, Table 13, then the smallest production-sized limited coverage armor shape that the NIJ CTP will authorize is 7 inches x 9 inches—or an area of 63 square inches.

16. Additional Information

- a. At your discretion, you may include additional details on the label if they do not interfere with communicating the previously listed required information.
- b. For additional non-NIJ threat levels, you must be clear that NIJ did not evaluate, test, issue compliance, and so forth for the extra designated threat levels.

viii. ICW Authorization Letter

1. Associated dependent soft armor must have previously been deemed NIJ compliant and listed on the most recent NIJ CPL.
2. If an unrelated NIJ CTP participant produces the dependent soft armor panel, you must provide documentation—on your company's letterhead—of an agreement between you and the other NIJ CTP participant that permits you to use their NIJ-approved soft armor panel. This agreement should (1) include signatures from both involved parties and (2) be submitted in TIMS as part of the model.

ix. Soft Armor Non-planar Front and Back Panel Pairing

1. A non-planar soft armor model design (e.g., female body armor) may incorporate a planar model back panel that has previously demonstrated compliance with NIJ

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Standard-0101.06, as long as the planar armor model has been (1) tested for the same threat level as the proposed combined armor model and (2) found acceptable for the same size range.

2. As noted in [Administrative Clarification CTP 2015:03](#), the new model may reference a planar armor model that has previously demonstrated compliance with NIJ Standard-0101.06 (represented by the entire compliance testing group) without retest.
- x. Special Materials in Ballistic-Resistant Body Armor
1. Any ballistic-resistant body armor model containing atypical or “innovative” materials must highlight the inclusion of these materials in the model’s submission package to the NIJ CTP. The documentation for the atypical materials must demonstrate that the materials are safe to handle in their “as received,” “during testing,” and “post testing” conditions. These details are noted in [Administrative Clarification CTP 2015:04](#).
 2. The use of carbon nanotubes or other nanomaterials in ballistic-resistant body armor models submitted for testing must be declared prior to NIJ CTP review, following guidelines provided by [Administrative Clarification 2018:01](#).
 3. The use of any materials noted in the NIJ Advisory Notice will require acknowledgment by Option 2 in the Section 5 Body Armor agreement of the application submission.
- xi. Type III Scaled Armor Plates
1. If an armor model has an imbricated scale design, you must capture this detail in your submitted documentation and instruct an NIJ-approved test laboratory to follow the test protocol for Type III scaled armor plates—as outlined in [Administrative Clarification CTP 2015:01](#).

Location Notification Tab

- i. Identify all manufacturing locations where you intend to produce this model. The accuracy of these locations will be critical for the FIT portion of the NIJ CTP.
- ii. The manufacturing location should represent the place where final assembly of the model will occur.
- iii. You must notify the NIJ CTP about the use of subcontracted manufacturers, as per [Administrative Clarification CTP 2013:01](#).

Listee Notification

- i. Identify all listed companies that will be associated with the body armor model. Once NIJ has certified the model, these companies (i.e., listees) will be included on the CPL as offering the approved model.

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- ii. There must be an attached production sample label for each listee included in the model application, as per [Administrative Clarification CTP 2020:01](#).

Shape/Size Tab

- i. Upload any documents that identify the sizes and outer perimeter armor shapes that will be produced for this armor model.
- ii. Key features of armor construction
 - 1. Key features, as defined by [Administrative Clarification CTP 2009:06](#), include—but are not limited to—materials of construction (and source), slits, slots, cuts, notches, seams, darts, stitching, overlaps, folds, additional panels, and similar features. Any changes to these key features need to be communicated to—and approved by—the NIJ CTP prior to implementing the design or fielding any models that utilize these changes.
- iii. [Administrative Clarification CTP 2013:03](#) requires limited coverage—sized panel documentation.
 - 1. Limited coverage panels are defined to be any shape that is not intended to provide full torso coverage for end users (minimum protection to the upper torso’s front back and sides).
 - 2. If offering a limited-coverage shape, you must submit a diagram of the identified shape that includes the sizes in which it will be offered—along with other shapes.
 - 3. If offering a limited-coverage size, you must include a sample production label for the limited coverage panels.
 - 4. The panels constructed for ITT must be identical to those made in final production upon receiving notice of compliance.
- iv. Multi-curve and Single-Curve Hard Armor Plates
 - 1. The radius of curvature measurements shall remain consistent across all size/shapes produced for the model.
 - 2. Hard armor plates with a multi-curve design must indicate the radius of curvature measurements at multiple locations across the plate’s vertical and horizontal axes.

Body Armor Agreement Tab

- i. Option 1 provides assurance that there are no special materials in the body armor that require special handling or pose harm to handlers, testers, or users of the body armor panel upon receipt, handling, testing, or post-testing of the body armor.
- ii. Do not submit without completing the entire application and attaching all needed documents. You can submit the model after all information is filled out. Once submitted, NIJ CTP staff will be able to review your application.

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- iii. After reviewing your application, NIJ CTP staff may reach out to you with feedback and any revisions needed prior to accepting it.

Model Test ID

- a) After submitting your application, your model will receive a unique Test ID (model code MCXXXXX) that will allow you to track the status of your model during testing and review. The Test ID must be included on the label of all test items sent to the laboratory.
- b) Once you receive this Test ID, you will be prompted to input the date the panels were sent for laboratory testing.
- c) The NIJ-approved laboratory will send the NIJ CTP a limited number of test items once the evaluation's ballistic test portion has been completed. The NIJ CTP will review the laboratory test report for accuracy, inspect the test items thoroughly, and compare the test items' documented construction against the laboratory descriptions and your documentation.
- d) Any discrepancies will need to be addressed prior to moving forward in the NIJ CTP review and may require the laboratory and/or you to revise previously submitted documentation. The armor application is subject to requested revisions until it is approved. At any point during the review, an armor application's status may be moved to a previous review stage so that revisions can be made. Once the NIJ CTP is satisfied that all program requirements have been met, it will send NIJ a recommendation for the specific ballistic armor model to be listed on the NIJ CPL.

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